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SECRET
(CLASSIFICATION)

Executive Registry
64-670

OFFICE OF THE DIRECTOR

Action Memorandum No. A-169

Date 28 January 1964

ACTION MEMORANDUM

TO : Deputy Director/Plans ER 64-6701, 17 Jan.
Deputy Director/Support

SUBJECT : Procedures for Monitoring the Flow of Cable Traffic

REFERENCE:

1. I am concerned that, even though constructive efforts have recently been made to cut back on cable traffic, operating procedures do not exist which will systematically limit the flow of traffic. Experience has shown that without some control, volumes will continue to increase.

2. In order to correct this situation we need a full review, by the DD/P with the help of the Office of Communications, of procedures for methodically cutting back on cable traffic to get the maximum economy while at the same time hurting the efficiency of our operations as little as possible. I wish to avoid haphazard cuts in cable traffic that may in the end prove more costly to the Agency. Also, it accomplishes little to cut back traffic one month to have it increase to former levels in the following months.

3. When it is decided where we can limit cable traffic, then procedures should be instigated so that Headquarters and field personnel will have firm guidelines as to what should and should not be cabled during normal and crisis situations. In addition, there should be a mechanism at Headquarters to review these cables on a continuous basis so that procedures will be followed and traffic kept at the desired level.

SUSPENSE DATE:

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4. I request that the DD/P survey the situation, in consultation with the Director of Communications, for the purpose of establishing procedures for a regular control of all cable traffic. Please let me know by 24 February what procedures you plan to effect.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director-Comptroller

cc: DD/I
DD/S&T

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